



**WEYMOUTH TOWNSHIP BOARD OF EDUCATION  
REGULAR MEETING  
MINUTES**

1202 Eleventh Avenue  
Dorothy, New Jersey

Date: October 19, 2017  
Time: 6:30 p.m.

- A. CALL TO ORDER** – Mrs. Doerr, President  
Mrs. Doerr called the meeting to order at 6:30 pm.

**B. ROLL CALL AND PLEDGE OF ALLEGIANCE**

|                    |         |                        |         |
|--------------------|---------|------------------------|---------|
| Daniel Ardito      | Present | Constance Anne Reymann | Present |
| Stephanie Bogdan   | Present | Teresa Seelman         | Present |
| Chris Egbert       | Present | Edward Zebedies        | Present |
| Henry Goldsmith    | Present | Patricia Doerr         | Present |
| Karin Mandradjieff | Present |                        |         |

|                                                  |         |
|--------------------------------------------------|---------|
| Dr. John B. Alfieri , Chief School Administrator | Present |
| Patricia Palmieri, SBA/Board Secretary           | Present |
| William Cappuccio, Esq., Board Solicitor         | Present |

- C. SUNSHINE NOTICE** – Patricia Palmieri, Secretary  
“Welcome to the regular meeting of the Weymouth Township Board of Education held on October 19, 2017. This meeting is being held in compliance with the Open Public Meeting Act by being advertised in the official newspapers and posted in two public places as required by laws of 1975, Chapter 231.”
- D. PRESENTATIONS** – Network Assessment – Andrew Lopez/Dan Henderson  
An assessment of the Weymouth Township School District’s computer network, security, phone system and entrance system were given. The deficiencies were highlighted as well as a plan for improvements.
- E. APPROVAL OF MINUTES**  
1. Minutes of the September 21, 2017 Regular and Executive Meeting (Attachment #1)

| <b>Motion</b>      | <b>T Seelman</b> | <b>Second</b>          | <b>C Reymann</b> |
|--------------------|------------------|------------------------|------------------|
| Daniel Ardito      | Yes              | Constance Anne Reymann | Yes              |
| Stephanie Bogdan   | Yes              | Teresa Seelman         | Yes              |
| Chris Egbert       | Yes              | Edward Zebedies        | Yes              |
| Henry Goldsmith    | Yes              | Patricia Doerr         | Yes              |
| Karin Mandradjieff | Yes              |                        |                  |

**F. CORRESPONDENCE**

1. State Aid reinstatement (Attachment #1B)

**G. PRESIDENT’S REPORT**

Mrs. Doerr expressed her appreciation for the continued improvements that are being made as the school move forward.

**H. BOARD OF EDUCATION COMMITTEE REPORTS**

1. Buena Board of Education

The Buena Board met on Tuesday, October 17<sup>th</sup>. There were no academic issues which pertain to Weymouth students. There are still issues with transportation.

2. Weymouth Township – Municipal  
The Mayor discussed various local events and updates.

3. Policy Committee (Attachment #1A)

The first official meeting of the new Policy/Contract Committee was held on Thursday, September 28, 2017 at 2 pm at the Weymouth Township School Conference Room. In attendance were Henry Goldsmith, Ed Zebedies, and Connie Reymann (Chair). Also in attendance were Dr. John B. Alfieri and Patty Palmieri.

Dr. Alfieri presented a proposal to appropriate the management of the Board policy manual with a more efficient consulting service. Strauss Esmay will identify rationale behind policy and whether it is mandated or optional to our District needs. This way our Board will be better protected legally and meet NJ State QSAC requirements with more accountability.

The Policy/Contract Committee recommends to the full Board that Strauss Esmay be retained as our consulting services for policy and procedure manuals immediately at the October 2017 BOE meeting.

Our Committee will meet once a month with time and date TBD and will provide monthly reports.

Respectfully submitted,

Connie Reymann, Chair

I. **PUBLIC COMMENT – LIMITED TO AGENDA ITEMS ONLY**

Mr. Knight inquired if the yoga instructor was certified.

J. **SUPERINTENDENT'S REPORT – Dr. John B. Alfieri, Superintendent**

1. **Informational Matters**

A. Enrollment as of 10/13/17

| Grade  | PreK | K  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | Total |
|--------|------|----|----|----|----|----|----|----|----|----|-------|
| Enroll | 18   | 12 | 15 | 21 | 11 | 21 | 13 | 17 | 14 | 12 | 154   |

B. Student Suspensions as of 9/30/17

| # of Suspensions | # of Days |
|------------------|-----------|
| 2                | 3.0       |

C. Safety Drills as of 9/30/17

| Type of Drill | Fire        | Shelter in Place |
|---------------|-------------|------------------|
| Date          | 9/22/17     | 9/21/17          |
| Time          | 9:50 am     | 9:58 am          |
| Duration      | 1 min 3 sec | 28 sec           |
| Weather       | Sunny       | Sunny            |

2. **Recommendations**

A. It is recommended that the Board approve the following personnel:

i. Appointments:

- ~~Helene Fullmer as Instructional Supervisor/Student Support Services at a salary of \$76,321.50 for the period of October 1, 2017 to June 30, 2018 prorated for nine months.~~
- Amy Reingruber as Lunch/Recess Aide at a rate of \$10.50 per hour.( Attachment #2)

ii. Certified substitute(s) for the school year 2017-2018:

- Casey Taylor at \$100.00 per day

iii. To adjust the following compensation:

- Jennifer Bishop to BA + 30 Step 1 from BA + 15 Step 1( \$45,142) Pay Scale based upon successful completion of graduate courses required. New Salary \$46,067 prorated from November 1, 2017.
- Karyn Treibley salary to MA +15 Step 11 from the incorrect placement of MA Step 11 (\$53,591). New Salary \$54,876.
- ~~Sabrina Fitty from .50 FTE to .45 FTE at MA +15, 9<sup>th</sup> Step. Salary \$52,420 prorated adjustment.~~

iv. Approve the following club stipends for the school year 2017-2018:

- Yearbook Advisor Stipend at \$683.00 for Caitlyn Laskow and Karen Merusi to be split equally.

2. Yoga Stipend for Barbara Farrell at an amount to be determined pending Sustainable NJ Grant Funding.

Item 2.A.1 and 2.A.iii.3 were postponed until after closed session.

| Motion             | T Seelman | Second                 | H Goldsmith |
|--------------------|-----------|------------------------|-------------|
| Daniel Ardito      | Yes       | Constance Anne Reymann | Yes         |
| Stephanie Bogdan   | Yes       | Teresa Seelman         | Yes         |
| Chris Egbert       | Yes       | Edward Zebedies        | Yes         |
| Henry Goldsmith    | Yes       | Patricia Doerr         | Yes         |
| Karin Mandradjieff | Yes       |                        |             |

- B. The approval and immediate submission of the 2016-2017 school year HIB School-Based self- assessment - score 59/78.(Attachment #3 )

This report was completed by the HIB committee. It is inclusive of data and experiences form the 2016-2107 school year.

| Motion             | T Seelman | Second                 | E Zebedies |
|--------------------|-----------|------------------------|------------|
| Daniel Ardito      | Yes       | Constance Anne Reymann | Yes        |
| Stephanie Bogdan   | Yes       | Teresa Seelman         | Yes        |
| Chris Egbert       | Yes       | Edward Zebedies        | Yes        |
| Henry Goldsmith    | Yes       | Patricia Doerr         | Yes        |
| Karin Mandradjieff | Yes       |                        |            |

## K. BUSINESS ADMINISTRATOR'S REPORT

### 1. Informational Items

- Audit – information has been provided to the auditing firm and we are awaiting a date for fieldwork.
- 2018-2019 Budget – the initial Budget meeting was held.
- Outdoor Classroom – the final report has been accepted. Pending the signage placement, the final payment of \$5,000 will be released.
- The district must find new Accounting Software due to the current system's company terminating operations as of June 30, 2018. Two out of four options have been reviewed.

Mr. Goldsmith discussed the need for a Finance Committee to assist with preliminary work.

### 2. Recommendations

- A. The certification of the Business Administrator that pursuant to NJAC 6A:23A:16.10(C)3, as of August 31, 2017, after review of the Secretary's monthly financial reports (revenue and appropriation sections), no major account of fund has been over-expended in violation of NJAC 23A:16:10(C)4, and there have been no changes in anticipated revenue sources and/or amounts so that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The Business Administrator recommends:

- B. Bill List – October 19, 2017 (Attachment #4)

| Motion             | H Goldsmith | Second                 | C Egbert |
|--------------------|-------------|------------------------|----------|
| Daniel Ardito      | Yes         | Constance Anne Reymann | Yes      |
| Stephanie Bogdan   | Yes         | Teresa Seelman         | Yes      |
| Chris Egbert       | Yes         | Edward Zebedies        | Yes      |
| Henry Goldsmith    | Yes         | Patricia Doerr         | Yes      |
| Karin Mandradjieff | Yes         |                        |          |

- C. Use of Facilities:  
None

- D. To accept the following gifts:  
Larry Abrams of Book Smiles donated a box of books to our After School Care Program

- ~~E. To approve School Policy Services Contract with Strauss Esmay to review, revise and make compliant the Weymouth Township Board Policies for the amount of \$11,000 to be extended over a four year period. (Attachment #5)~~  
This item has been postponed to conduct further research.

**F. Resolution to Participate in in Sustainable Jersey for Schools Certification Program (Attachment #6)**

Whereas—The Weymouth Township Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

Whereas—The Weymouth Township Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

Whereas—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

Whereas—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

Whereas—Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

Whereas—The Weymouth Township Board of Education commits to the formation of a Sustainability Leadership Team (also referred to as “Green Team”) as well as a Health and Wellness Council based on the guidance of Sustainable Jersey for Schools.

Whereas—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

Whereas—The Weymouth Township Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

Therefore, it is resolved that the Weymouth Township Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board’s intention to pursue certification for schools in the district.

We hereby appoint Barbara Farrell, Art and Yoga Teacher to be the district’s liaison to Sustainable Jersey for Schools.

We do hereby recognize Weymouth Township Public School as the agent to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.  
We agree to complete district actions and to support the district’s schools in completing their actions.

**G. Resolution of Support from Weymouth Township Board of Education Authorizing the Sustainable Jersey for Schools Small Grant Application**

WHEREAS, Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children; and;

WHEREAS, The Weymouth Township School Board of Education seeks to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS, Weymouth Township Board of Education is participating in the Sustainable Jersey for Schools Program; and

WHEREAS, one of the purposes of the Sustainable Jersey for Schools Program is to provide resources to school districts to make progress on sustainability issues, and they have created a grant program called the Sustainable Jersey for Schools Small Grants Program;

THEREFORE, The Weymouth Township Board of Education has determined that Weymouth Township School should apply for the aforementioned grant program. The Grant will bring Yoga and Mindfulness to the Weymouth Township School for all staff and students as well as offering services to members of the community beyond the student population. The intention of the proposed grant is to bring the community together and provide tools to enhance students and staff productivity and cooperation, stress reduction and community involvement.

THEREFORE, BE IT RESOLVED that of The Weymouth Township Board of Education, State of New Jersey,

authorize the submission of the aforementioned Sustainable Jersey for Schools Grant.

#### **H. Resolution for Renewal of Membership in the Joint Insurance Fund**

WHEREAS, the Weymouth Township School District, hereinafter referred to as “Board”, is a member of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund, hereinafter referred to as “JIF”, and has reviewed the Bylaws and Plan of Risk Management of the JIF; and

WHEREAS, the Board believes in the safety of its employees and the public who participate in the life of the Board; and

WHEREAS, the Board agrees with the risk management disciplines inherent to membership in said JIF which are explicit in the JIF’s Bylaws and Risk Management Program; and

WHEREAS, the Board agrees that the statement below is consistent with its own philosophy:

“It is the goal of the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund (JIF) and its member Boards of Education to achieve the best and most practical degree of freedom from accidents and/or injuries. The JIF and its members also endeavor to insure that all employees are provided with a safe and healthy environment, free from any recognized hazard as defined by applicable local, state, and federal regulations. Loss prevention, which is the responsibility of the Board, should succeed in providing a safe, healthful and pleasant working environment;” and,

WHEREAS, the JIF is a legally authorized and constituted joint insurance fund as permitted by Chapter 108, Laws of 1983 (N.J.S.A. 18A:18B-1 et.seq.), and has operated successfully on behalf of area school districts since its formation on July 1, 1991; and

WHEREAS, the statutes regulating the conduct of the JIF contain elaborate safeguards concerning the safe and efficient administration of the public interest entrusted to said JIF; and

WHEREAS, the Board has determined that continued participation as a member of the JIF is in the Board’s best interest;

NOW THEREFORE, BE IT RESOLVED that the Board hereby agrees to renew its membership in the JIF for a three year membership term which shall commence on July 1, 2018, at 12:01 a.m.; and

BE IT FURTHER RESOLVED, that the Board will participate in all lines of coverage the JIF provides as defined by the JIF’s Risk Management Program, which are generally described herein as follows:

1. Workers’ Compensation and Employers’ Liability
2. General Liability and Automobile Liability
3. Educator’s Legal Liability, including Employment Practices Liability
4. Property Damage, including Automobile Physical Damage
5. Employee Dishonesty (Crime) Insurance
6. Boiler & Machinery/Equipment Breakdown
7. Cyber Liability
8. Violent and Malicious Acts
9. Pollution and Mold Legal Liability
10. Disaster Management Services
11. Unmanned Aerial Systems Liability
12. Student Accident on an Annual Elective Basis

BE IT FURTHER RESOLVED, that the Board appoints Patty Palmieri as its Commissioner to the JIF and empowers said Commissioner to; exercise the voting rights provided in the JIF’s Bylaws to Commissioners in a manner which best protects the Board and JIF, to implement and strengthen the Board’s safety and risk management efforts, to participate fully and with efficiency in the JIF to comply with all conditions of membership as defined in the JIF Bylaws and Risk Management Program, and to execute all agreements, including but not limited to an Indemnity & Trust Agreement in order to implement membership by the Board in the JIF

It is recommend that the Board of Education approve the Resolution and Indemnity & Trust Agreement, (**Attachment #7**) to renew membership in the Atlantic & Cape May Counties Association of School Business Officials Joint Insurance Fund (ACCASBO JIF) for the three year membership term commencing on July 1, 2018.

| <b>Motion</b>      | <b>C Reymann</b> | <b>Second</b>          | <b>S Bogdan</b> |
|--------------------|------------------|------------------------|-----------------|
| Daniel Ardito      | Yes              | Constance Anne Reymann | Yes             |
| Stephanie Bogdan   | Yes              | Teresa Seelman         | Yes             |
| Chris Egbert       | Yes              | Edward Zebedies        | Yes             |
| Henry Goldsmith    | Yes              | Patricia Doerr         | Yes             |
| Karin Mandradjieff | Yes              |                        |                 |

**L. BOARD SECRETARY REPORT**

1. It is recommended that the Board approve the following financial reports:

- a. Treasurer's Report for the month of August 2017. (Attachment #8)
- b. Board Secretary's Reports for the month of August 2017 (Attachment #9)
- c. Monthly Transfer Status Report & Line-Item Transfer List for the month of August 31, 2017. (Attachment #10)
- d. NutriServ Financials – September 2017 (A1)

| <b>Motion</b>      | <b>T Seelman</b>        | <b>Second</b>          | <b>C Reymann</b> |
|--------------------|-------------------------|------------------------|------------------|
| Daniel Ardito      | Yes                     | Constance Anne Reymann | Yes              |
| Stephanie Bogdan   | Yes Abstain from L 1. D | Teresa Seelman         | Yes              |
| Chris Egbert       | Yes                     | Edward Zebedies        | Yes              |
| Henry Goldsmith    | Yes                     | Patricia Doerr         | Yes              |
| Karin Mandradjieff | Yes                     |                        |                  |

2. Sent/Received

- a. Extended School Year contract with Hamilton Township for the period of July 1, 2017 to August 30, 2017 in the amount of \$3,599.82.(A2)

| <b>Motion</b>      | <b>H Goldsmith</b> | <b>Second</b>          | <b>E Zebedies</b> |
|--------------------|--------------------|------------------------|-------------------|
| Daniel Ardito      | Yes                | Constance Anne Reymann | Yes               |
| Stephanie Bogdan   | Yes                | Teresa Seelman         | Yes               |
| Chris Egbert       | Yes                | Edward Zebedies        | Yes               |
| Henry Goldsmith    | Yes                | Patricia Doerr         | Yes               |
| Karin Mandradjieff | Yes                |                        |                   |

3. Transportation

- a. Jointure Agreement with Atlantic City Schools for Pupil Transportation from Egg Harbor Township to Atlantic City High School for the 2017-2018 School Year in the amount of \$23,500 in revenue. (A3)

| <b>Motion</b>      | <b>S Bogdan</b> | <b>Second</b>          | <b>C Reymann</b> |
|--------------------|-----------------|------------------------|------------------|
| Daniel Ardito      | Yes             | Constance Anne Reymann | Yes              |
| Stephanie Bogdan   | Yes             | Teresa Seelman         | Yes              |
| Chris Egbert       | Yes             | Edward Zebedies        | Yes              |
| Henry Goldsmith    | Yes             | Patricia Doerr         | Yes              |
| Karin Mandradjieff | Yes             |                        |                  |

**M. PUBLIC COMMENT- AGENDA ITEMS OR ANY OTHER BOARD OF EDUCATION BUSINESS**

Mr. Norton thanked the school on behalf of the township for the shuttle service provided for Belcoville's 100th Birthday celebration.

**N. OLD BUSINESS**

None

**O. NEW BUSINESS**

Mr. Goldsmith suggested an open conversation with Estell Manor about shared services since they are currently searching for a Superintendent. Mrs. Doerr will reach out to their Board President.

Mr. Zebedies suggested a Security Committee.

**P. CLOSED SESSION- 7:58 pm**

For the purpose of discussing Personnel, Legal Issues and Negotiations

|               |                  |               |                 |
|---------------|------------------|---------------|-----------------|
| <b>Motion</b> | <b>C Reymann</b> | <b>Second</b> | <b>S Bogdan</b> |
|---------------|------------------|---------------|-----------------|

Motion was passed by unanimous voice vote.

**Q. OPEN SESSION - 9:14 pm**

|               |                    |               |                  |
|---------------|--------------------|---------------|------------------|
| <b>Motion</b> | <b>H Goldsmith</b> | <b>Second</b> | <b>C Reymann</b> |
|---------------|--------------------|---------------|------------------|

Motion was passed by unanimous voice vote.

**Action Items:**

1. Motion to approve increase in certified substitute nurse rate to \$210.00 per day.

|                    |                  |                        |                    |
|--------------------|------------------|------------------------|--------------------|
| <b>Motion</b>      | <b>C Reymann</b> | <b>Second</b>          | <b>H Goldsmith</b> |
| Daniel Ardito      | Yes              | Constance Anne Reymann | Yes                |
| Stephanie Bogdan   | Yes              | Teresa Seelman         | Yes                |
| Chris Egbert       | Yes              | Edward Zebedies        | Yes                |
| Henry Goldsmith    | Yes              | Patricia Doerr         | Yes                |
| Karin Mandradjieff | Yes              |                        |                    |

2. Motion to approve Andrew Lopez to commence network corrections and updates at time and material cost not to exceed \$10,000.

|                    |                 |                        |                 |
|--------------------|-----------------|------------------------|-----------------|
| <b>Motion</b>      | <b>S Bogdan</b> | <b>Second</b>          | <b>C Egbert</b> |
| Daniel Ardito      | Yes             | Constance Anne Reymann | Yes             |
| Stephanie Bogdan   | Yes             | Teresa Seelman         | Yes             |
| Chris Egbert       | Yes             | Edward Zebedies        | Yes             |
| Henry Goldsmith    | Yes             | Patricia Doerr         | Yes             |
| Karin Mandradjieff | Yes             |                        |                 |

3. Motion to appoint Helen Hanna as Director of the After School Care Program at a rate of \$16.00 per hour.

|                    |                       |                        |                 |
|--------------------|-----------------------|------------------------|-----------------|
| <b>Motion</b>      | <b>K Mandradjieff</b> | <b>Second</b>          | <b>S Bogdan</b> |
| Daniel Ardito      | Yes                   | Constance Anne Reymann | Yes             |
| Stephanie Bogdan   | Yes                   | Teresa Seelman         | Yes             |
| Chris Egbert       | Yes                   | Edward Zebedies        | Yes             |
| Henry Goldsmith    | Yes                   | Patricia Doerr         | Yes             |
| Karin Mandradjieff | Yes                   |                        |                 |

4. Motion to approve cell phone stipend of \$50.00 per month for Dr. John B. Alfieri.

|                    |                   |                        |                 |
|--------------------|-------------------|------------------------|-----------------|
| <b>Motion</b>      | <b>E Zebedies</b> | <b>Second</b>          | <b>C Egbert</b> |
| Daniel Ardito      | Yes               | Constance Anne Reymann | Yes             |
| Stephanie Bogdan   | Yes               | Teresa Seelman         | Yes             |
| Chris Egbert       | Yes               | Edward Zebedies        | Yes             |
| Henry Goldsmith    | Yes               | Patricia Doerr         | Yes             |
| Karin Mandradjieff | Yes               |                        |                 |

5. Motion to approve Helene Fullmer as Instructional Supervisor/Student Support Services at salary of \$74,795.07 for the period of October 19, 2017 through June 30, 2017 (12 month employee) prorated.

|                    |                  |                        |                 |
|--------------------|------------------|------------------------|-----------------|
| <b>Motion</b>      | <b>C Reymann</b> | <b>Second</b>          | <b>S Bogdan</b> |
| Daniel Ardito      | Yes              | Constance Anne Reymann | Yes             |
| Stephanie Bogdan   | Yes              | Teresa Seelman         | Yes             |
| Chris Egbert       | Yes              | Edward Zebedies        | Yes             |
| Henry Goldsmith    | Yes              | Patricia Doerr         | Yes             |
| Karin Mandradjieff | Yes              |                        |                 |
|                    |                  |                        |                 |

6. To adjust Sabrina Fuddy from .50 FTE to .45 FTE at BA +15 9<sup>th</sup> Step- Salary \$52,420 prorated adjustment.

| <b>Motion</b>      | <b>E Zebedies</b> | <b>Second</b>          | <b>C Egbert</b> |
|--------------------|-------------------|------------------------|-----------------|
| Daniel Ardito      | Yes               | Constance Anne Reymann | Yes             |
| Stephanie Bogdan   | Yes               | Teresa Seelman         | Yes             |
| Chris Egbert       | Yes               | Edward Zebedies        | Yes             |
| Henry Goldsmith    | Yes               | Patricia Doerr         | Yes             |
| Karin Mandradjieff | Yes               |                        |                 |

**R. ADJOURNMENT** – 9:19 pm

| <b>Motion</b> | <b>T Seelman</b> | <b>Second</b> | <b>C Reymann</b> |
|---------------|------------------|---------------|------------------|
|---------------|------------------|---------------|------------------|

Motion was passed by unanimous voice vote.

Minutes submitted by: \_\_\_\_\_  
Patricia Palmieri, MBA

**Next meeting – Thursday November 16, 2017 at 6:30pm**